

CLERK OF THE BOARD

Dena M. Smith

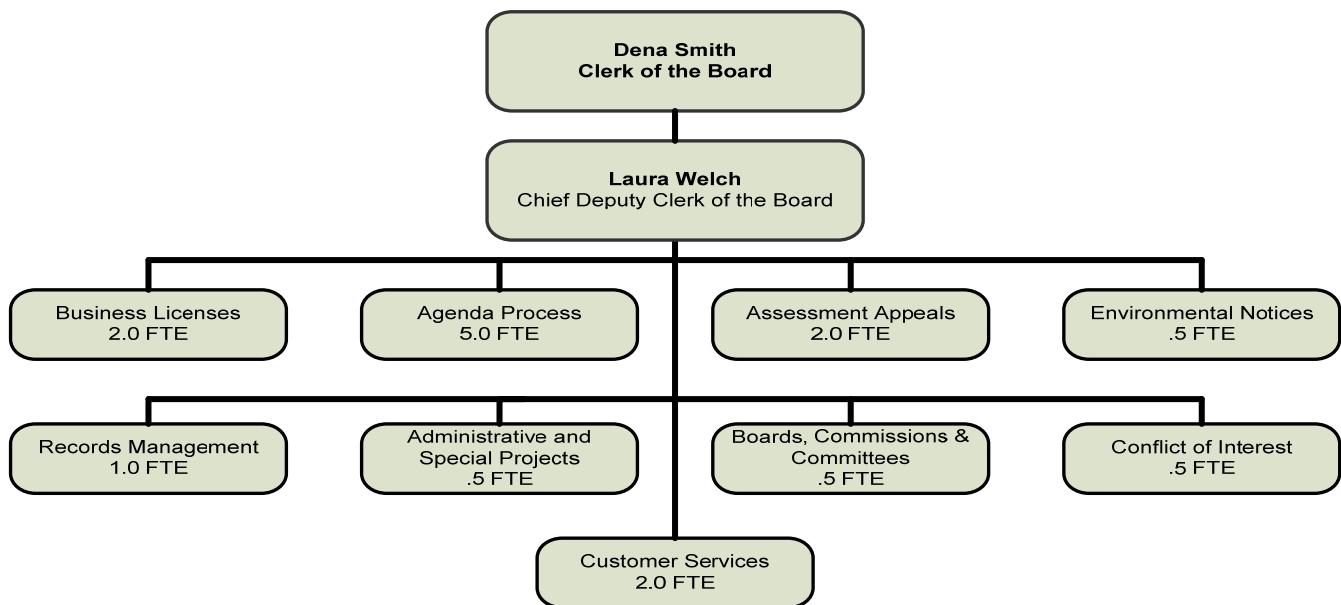
MISSION STATEMENT

In support of the County Board of Supervisors, and in service to the public and fellow County staff, the Clerk of the Board of Supervisors: prepares and maintains records of actions taken by the Board of Supervisors; oversees membership of the County's boards, commissions and committees; licenses businesses operating in the County unincorporated areas; and facilitates the filing and hearing of appeals of assessed property valuations. Our service priorities are timeliness and accuracy. Our services commitments are courtesy and respect.

STRATEGIC GOALS

1. Implement Technological improvements to increase operational efficiency and enhance staff and public access to Board of Supervisors agenda and related information.
2. Improve business license processes and procedures to ensure effective high quality public service and compliance with ordinances.

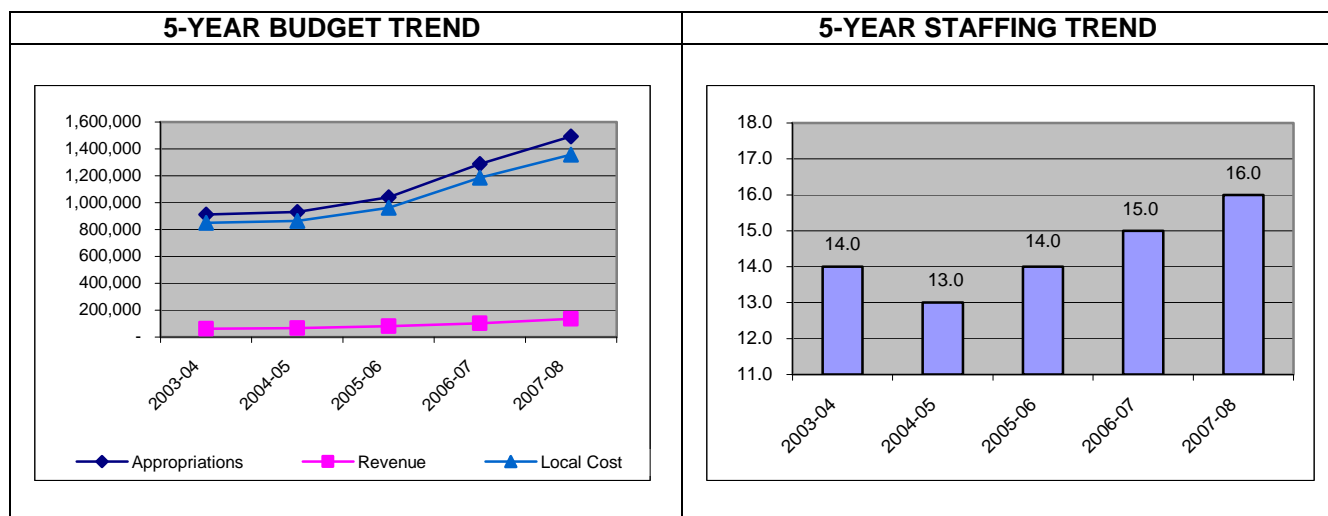
ORGANIZATIONAL CHART



DESCRIPTION OF MAJOR SERVICES

The primary duties of the Clerk of the Board (COB) include coordinating and preparing agendas and documents for all meetings and hearings of the County Board of Supervisors, County Redevelopment Agency, County Economic and Community Development Corporation, County Industrial Development Authority, and In-Home Supportive Services Public Authority. The COB also manages the database of members for all county advisory boards, commissions and committees (BCCs), including processing appointments, vacancies and reappointments to BCCs. The COB provides staff support for the assessment appeal hearings and serves as the liaison amongst property owners, the County Assessor and the Assessment Appeals Board members. The COB manages the business license process for certain businesses operating in the county unincorporated areas. The COB receives and files environmental (CEQA) notices and posts notices of state/local meetings and hearings, receives summonses, complaints, planning appeals, requests for tax refunds, and responds to requests for information and documents on behalf of the Board of Supervisors and/or the County of San Bernardino.

BUDGET HISTORY

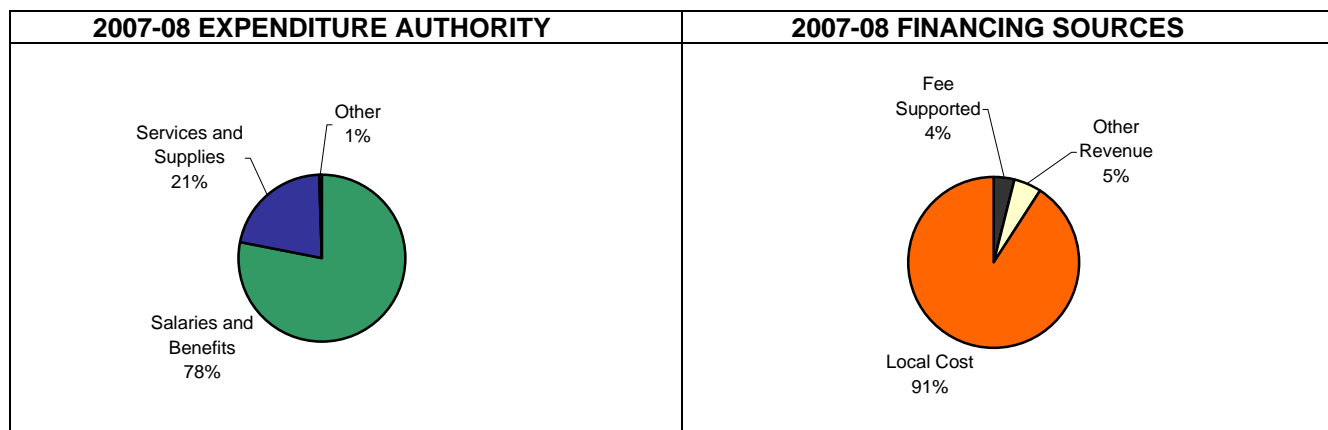


PERFORMANCE HISTORY

	2003-04 Actual	2004-05 Actual	2005-06 Actual	2006-07 Modified Budget	2006-07 Actual
Appropriation	784,113	836,034	1,668,685	1,370,800	1,365,483
Departmental Revenue	81,529	101,089	106,289	101,209	113,977
Local Cost	702,584	734,945	1,562,396	1,269,591	1,251,506
Budgeted Staffing				15.0	



ANALYSIS OF FINAL BUDGET



GROUP: Administrative/Executive
DEPARTMENT: Clerk of the Board
FUND: General

BUDGET UNIT: AAA CBD
FUNCTION: General
ACTIVITY: Legislative and Administrative

	2003-04 Actual	2004-05 Actual	2005-06 Actual	2006-07 Actual	2006-07 Final Budget	2007-08 Final Budget	Change From 2006-07 Final Budget
<u>Appropriation</u>							
Salaries and Benefits	671,317	671,971	1,029,226	1,118,494	1,106,799	1,166,830	60,031
Services and Supplies	97,526	148,275	613,277	202,295	151,937	283,703	131,766
Central Computer	12,670	13,119	14,446	19,458	19,458	31,933	12,475
Equipment	-	-	-	15,391	-	-	-
Transfers	2,600	2,669	11,736	9,845	9,845	10,211	366
Total Appropriation	784,113	836,034	1,668,685	1,365,483	1,288,039	1,492,677	204,638
<u>Departmental Revenue</u>							
Licenses & Permits	41,070	44,715	47,410	47,103	51,999	54,697	2,698
Current Services	5,796	3,934	5,439	5,149	4,000	4,000	-
Other Revenue	34,663	52,440	53,440	61,725	45,210	76,590	31,380
Total Revenue	81,529	101,089	106,289	113,977	101,209	135,287	34,078
Local Cost	702,584	734,945	1,562,396	1,251,506	1,186,830	1,357,390	170,560
Budgeted Staffing					15.0	16.0	1.0

Salaries and benefits of \$1,166,830 fund 16.0 positions and are increasing by \$60,031 due to costs associated with MOU and retirement rate adjustments and the addition of 1.0 Public Service Employee assigned entry level temporary duties assisting with business licenses and assessment appeals.

Services and supplies of \$283,703 include costs for general office purchases, training, other professional services, publications, memberships, and travel. The increase of \$131,766 is primarily due to a \$98,470 increase in service contracts, including agreements for streaming multimedia and hosting services providing live and on-demand video access to San Bernardino County meetings and scheduled events, for an online management system for the Recipient Committee Campaign Statement (CA Form 460) and Statement of Economic Interests (CA Form 700) forms, and other costs associated with the ongoing operation of the department.

Departmental revenue of \$135,287 is anticipated to increase by \$34,078. The increase is primarily a result of approved rate adjustments for licenses & permits, other revenues, and from greater estimates of future environmental (CEQA) and business license filings.



PERFORMANCE MEASURES			
Description of Performance Measure	2006-07 Projected	2006-07 Actual	2007-08 Projected
Percentage reduction of staff time required to process agenda and related transactions.	5%	0%	5%
Percentage of items with "turnaround" time within 10 working days for post-meeting processing/department receipt of completed agenda items.	New	New	75%
Percentage reduction of turnaround time for processing of new and renewal business licenses.	15%	15%	20%
Percentage of business license processes and procedures reviewed.	50%	100%	N/A
Percentage of businesses in unincorporated areas that are licensed.	New	18%	35%

The baseline time required to process agenda items was established in 2006-07. It is expected that technology implementations deployed in 2007-08 will reduce agenda item processing by 5%.

